



INSTITUCIONET E PËRKOHSHME TË VETËQEVERISJES
PROVISIONAL INSTITUTIONS OF SELF GOVERNMENT
PRIVREMENE INSTITUCIJE SAMOUPRAVLANJA

QEVERIA E KOSOVËS - GOVERNMENT OF KOSOVO - VLADA KOSOVA

MINISTRIA E PUNËS DHE E MIRËQENIES SOCIALE
MINISTRY OF LABOUR AND SOCIAL WELFARE
MINISTARSTVO RADA I SOCIJALNE ZAŠTITE



In accordance with article 5 of Regulation No 2001/19, on Executive Branch of Provisional Institutions of Self Government in Kosova,
Regarding article 15 of Law No 2003/02 for Management of Public Finances, and
On purpose of proper regulation and using rational form of petty cash utilization, the Permanent Secretary of the Ministry of Labour and Social Welfare issues:

ADMINISTRATIVE INSTRUCTION No.06/2007 FOR REGULATION OF CASH UTILIZATION

Article 1 Purpose

This Administrative Instruction intents to regulate and determine rules and procedures for realization of financial payments in cash, for different needs of Ministry of Labour and Social Welfare.

Article 2 Scope

This Administrative Instruction will regulate the rights for financial payments in cash form, which will not cause direct budgetary implications.

Article 3
Determination of cash

Cash is a small fund of money that is kept under supervision and control of Permanent Secretary and is used to cover the expenses of small unexpected purchasing.

Article 4
Responsible official

An official for cash is an official that is appointed from the Permanent Secretary of MLSW and is responsible for trustiness of fund, payments procedure of this fund, for equalization with the exchequer and for replenishment of the fund.

Article 5
Rules of work concerning cash

Official of cash keeps the pin money in a strongbox and does not allow them except in cases when the respective authorization is allowed. All transactions in pin money will register in the book of cash desk as soon as they are realized.

Article 6
Revision of cash

The official as a verifier of cash (reviser) does the numbering of pin money at least once a month and confirms that it is equal with the book of cash desk, which the official of pin money keeps it. All inequality will immediately, be communicated to the Main Financial Official respectively to the Permanent Secretary as well.

Article 7
Utilization of cash

Fund of cash will be used for:

- Different articles in a small amount that are necessary for functioning of Ministry,
- For spontaneous articles/services in budget,
- Payments for representation according the decision of the Minister and Permanent Secretary of Ministry up to 100 €

Article 8
Impossibility of using cash

The cash cannot be used for:

- Expenses that can practically be made through normal financial procedures
- Communal payments,
- Wares or services at the amount with more than 100 €
- Payments for the employees or for their benefits,
- Payments for personal equipment (articles) or services for the employees,
- Payments for trips and conference expenses,
- Advance loan of money to the personnel,
- Advanced loaning for official trips.

Article 9
Stopping cash payments

No official of MLSW can ask for multiple receipts from a supplier to reduce the sum of individual receipts in less than 100 € in a purpose of the realization of a payment from cash.

Article 10
Execution

For proper and efficient execution of this Administrative Instruction under supervision of Permanent Secretary of MLSW, will be taking care the Financial Executive Director of MLSW and responsible official for cash.

Article 11
Enters into force

This Administrative Instruction enters into force the day that Permanent Secretary of MLSW signs it.

Prishtina, March 2007

Permanent Secretary of MLSW

Eshref Shabani